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6/24/98

SECRET

26 December 1961

MEMORANDUM FOR THE RECORD

SUBJECT: Theft Cases Procedures

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1. As directed by [REDACTED], I called [REDACTED] Chief, Security Staff, OL, and advised him of paragraph 3 and 6 b. of the memorandum of Mr. [REDACTED] to the Director of Logistics, dated 3 November 1961, and told him that corrective action had been taken; that we would not reply to OL as [REDACTED] memo was not addressed to us, we only received a copy by a buck slip.

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2. [REDACTED] concurred in this and said he would orally advise [REDACTED] that we had taken such action as was indicated and considered the matter closed.

3. No further action in this matter is to be taken at this time.

[REDACTED]  
Assistant Deputy Director of Security (PPS)

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OS/ADD(PPS):KAL:jmj (22 Dec 61)

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13 December 1961

**MEMORANDUM FOR: Deputy Director of Security (PPS)**

**SUBJECT : Theft Cases Procedures**

**REFERENCE : Report dated 3 November 1961 of Logistics Board of Survey on loss of radio at SR Division, J Building**

1. This report by the OL Survey Officer concerning the loss over 6-9 October 1961 from SR Division in J Building of a small radio, government-owned and valued at \$34.11, relieves from pecuniary responsibility the employee to whom it was issued, but criticizes the Office of Security handling of the case, and recommends that OS review its procedures in such class of cases. Attached is an Analysis of the Report, and citations from applicable Regulations and Statutes.

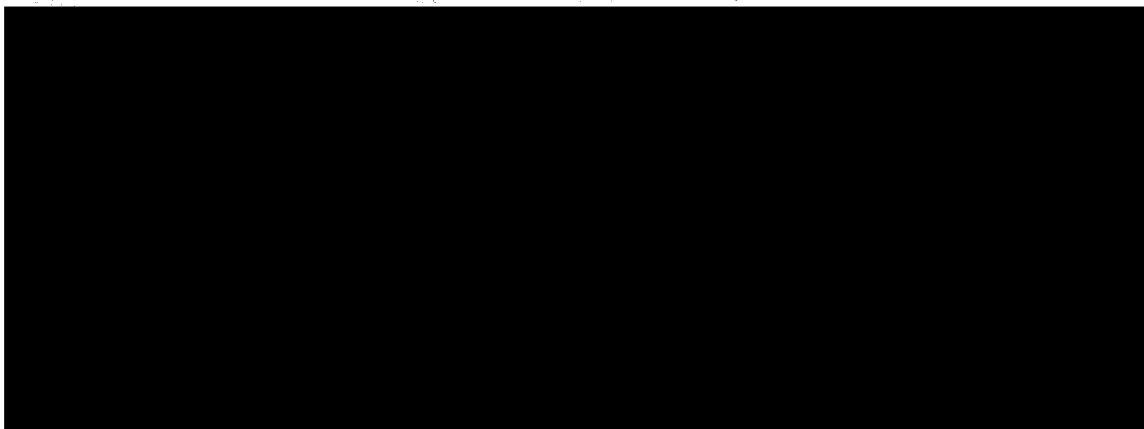
2. As to the criticism of OS, we may consider this somewhat justified, although not on the grounds given in the report. The Logistics Officer in SR Division called [REDACTED] in the Building Security Branch, who had the Guard Force make a search or check, but who made no report of the matter. Our listing of the functions of the various parts of OS states that the Survey Branch, Physical Security Division, is to conduct or coordinate the investigation of all theft cases. [REDACTED] stated he would take this matter up at his staff meeting, to ensure that reports of all alleged thefts get to the Survey Branch. However, it looks as if we need additional general action.

3. Agency Regulations assign no specific responsibilities in cases of reported or alleged thefts. Strangely, the only authority to investigate is placed in the OL Survey Officer, or Board of Survey, as [REDACTED] states that, after a reported loss of Agency property: "Within security limitations, reviewing authorities shall investigate each case and consider all facts and circumstances involved." Under this regulation, whatever action OS took or did not take could be interpreted as merely assisting the OL Survey Officer, and this could only be at his specific request.

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5. As to this report, I think we should answer OL on the recommendations it has made. Since the OL Survey Officer has the authority to investigate cases of loss or damage, we should attempt to have the investigation in cases involving possible theft made "within the security limitations" his authority prescribes. Attached is a draft of a proposed memorandum to OL.

6. Except for the authority [REDACTED] gives the OL Survey Officer to investigate losses of Agency property handled through a Survey Report, there is no mention in the Agency Regulations of theft cases or how they should be handled. The IG is charged with investigating any cases involving misfeasance or malfeasance by Agency employees. Thefts in government buildings under control of GSA normally are investigated by the GSA Guard Force, which has a detective unit for this purpose; but under the law, FBI can investigate any criminal violation involving a Government employee. In CIA, however, there is the responsibility to protect sources and methods, and the CIA Act of 1949 appears broad enough on our exceptions from disclosure to argue that we have the right to investigate anything within the Agency which might disclose anything.

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7. It looks as if we should wrap up in formal regulations and procedures all matters regarding thefts. The following program is submitted for your consideration, in addition to the memorandum to OL on [REDACTED]

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a. Amendment of [REDACTED] to add to the functions of OS the following:

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**In coordination with the Inspector General and the particular Agency component involved, investigate all allegations of thefts of Agency property or thefts from or on an Agency installation.**

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**b. Issuance of a Notice, to be followed by making it a part of [REDACTED] Manual of Security of Areas, Offices, and Buildings, containing two provisions:**

**(1) Reporting to the Office of Security through the component's Security Officer, all matters involving alleged or suspected thefts of either government property or personal property of employees.**

**(2) Advising all employees that the Agency can assume no responsibility for any personal property kept or left in Agency offices or buildings, and cautioning that reasonable care must be taken of such articles, but requesting that any instances of actual theft be reported to the employee's superior, to be forwarded through the component's Security Officer to the Office of Security.**

**c. Establishing procedures within the Office of Security whereby:**

**(1) All cases of alleged theft are forwarded promptly to the Chief, Physical Security Division.**

**(2) The GSA Guard Force turn over to the Building Security Branch without other action, any reports received by it alleging thefts of any nature.**

**(3) Determination by the Chief, Physical Security Division, whether or not the reported facts justify an investigation.**

**(4) Investigation, if determined to be necessary, by the Survey Branch.**

8. Should you decide that this program, or any part of it, should be adopted, we can work out the details whereby it would be effected.

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Special Planning Assistant, PPS

**Attachment:**

Proposed Memo to OL

**Distribution:**

- Orig & 1 - Adse
- 1 - SPA/PPS
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OS/SPA/PPS:JFMcl:jmj (13 Dec 61)

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**DRAFT**  
**JFMcl:jmj**  
**14 Dec 61**

**MEMORANDUM FOR: Director of Logistics**

**SUBJECT : Logistics Board of Survey - Findings No. 1097**  
**Theft of Radio Receiver, SR Division**

1. The recommendations of the reference report have been given careful consideration. Efforts are being made to strengthen the procedures concerning reported allegations of thefts in Agency installations.

2. While the Office of Security has no responsibilities specifically assigned by regulation in cases of alleged thefts, as a practical matter we have been handling such investigations where we have been called upon. Some confusion existed in the instant case because of its particular circumstances, and we are attempting to ensure that this will be avoided in the future.

25X1A 3. By [REDACTED] on Damages and Losses of Agency-Controlled Property, your Survey Officer, or a Board of Survey, has been charged as follows: "Within security limitations, reviewing authorities shall investigate each case and consider all facts and circumstances involved." It is believed that the special investigative facilities available to it, as well as the regulation

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*Note:  
Let put on final  
form - planned  
weekly.*

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requirement of keeping within security limitations, make it desirable that, in cases where the damage or loss is alleged to be by reason of theft or other unauthorized taking, any necessary investigation be performed by the Office of Security.

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4. It is proposed that under [REDACTED] procedures be established within the Office of Logistics whereby, before the reviewing authority attempts to make any investigation in cases involving alleged or possible theft, the matter be referred to your Security Staff, which would be able to request the Office of Security to take any required action.

5. If you concur in this proposal, we would be pleased to effect the necessary procedures to implement it.

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[REDACTED]  
Deputy Director of Security (PPS)

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